

Interview was completed with someone applying for ADC. According to the 60 Month TANF Tracking Window they have already received 60 months of time-limited cash assistance. Do I need to refer them to EF?

All work eligible adult applicants for ADC must be referred to Employment First, including those individuals who have received 60 or more months of time-limited cash assistance. Our policy states that an applicant may be eligible for benefits beyond 60 months if:

1. They were employed and lost their job through no fault of their own.
 - a. Loss of job verified by DHHS and determination of 'no fault of their own' by DHHS
 - b. Eligible for 3 months of additional cash assistance with Job Search as the only allowable work activity
2. They are exempt from EF due to Incapacity or Domestic Violence.
 - a. Exemption determined by EF Contractor
 - b. Eligible for ADC for the length of the exemption, plus 3 months of additional cash assistance with Job Search as the only allowable work activity

These individuals are not reviewed by the Hardship Review Committee at the end of their extension period. Please refer to the EF Process Guide, page 19, for specific referral instructions. The process guides can be found in the log entry "Employment First Process Guides".